



## Job Description

**Job Title:** Events Coordinator

**Reports to:** Associate Director of Strategic Engagement

**FLSA Status:** Exempt

**Hours:** Full-time

**Salary Range:** \$33 – \$37,000 based on experience

### Summary:

*The Special Events Coordinator is the primary coordinator of the Museum's fundraising and community events and facility rentals. This position is responsible for the planning and management of the Museum's yearly public free day events, monthly special events and facility rentals at both Children's Museum Tucson and Oro Valley. As a member of the Engagement team this position reports directly to the Associate Director of Strategic Engagement and serves as a support system for the Engagement team throughout the year. This position is responsible for all existing special events and the creation of new events.*

### Primary Responsibilities and Results:

- Manages operations and logistics of all community events
  - Collaborate with Education, Marketing and Guest Experience staff to create yearly calendar of events
  - Establish and maintain relationships with community partners/vendors
  - Facilitate all event management
  - Coordinate and supervise staff and volunteers during events
- Create themes and execute community events at both Children's Museum Tucson and Oro Valley
- Maintain reporting data for events
- Support Engagement Team with membership and fundraising events
- Manages all facility rentals
  - Meet with potential renters, providing high quality customer service negotiating contracts and museum use agreements

- Coordinates with Guest Experience team for scheduling and event logistics

## **Qualifications:**

### ***Education and Experience:***

- Bachelor's degree preferred. Equivalent combination of education and relevant experience will be considered
- Two years' experience in event planning and management required
- Experience navigating Pima County and City of Tucson permitting and event management systems preferred

### ***Language Skills:***

*This position routinely interacts with co-workers, volunteers, sponsors, media, other departments, and the public.*

- Excellent listening, verbal and written communication skills required
- Ability to speak, read and write Spanish preferred

### ***Computer Skills:***

- Proficient with MS Office Suite, including Word, Excel, Outlook and Teams
- Proficient with Adobe Suite and other design software, such as InDesign, Illustrator and Photoshop

### ***Other Skills and Abilities:***

- Ability to work flexible hours, night and weekend availability required
- Comfortable in leadership roles
- Ability to successfully multi-task and prioritize projects
- Adaptability and flexibility to adjust to changing work demands
- Excellent communication and interpersonal skills
- Professional demeanor with diverse clientele
- Proficient organizational and time management skills
- Ability to work on independent projects
- Demonstrates ability to solve problems independently and show initiative
- Leads by example to instill a positive workplace culture
- Sense of play and wonder!